



**SINGLE FAMILY RESIDENTIAL BUILDING PERMIT CHECKLIST**  
**Major Alterations,**  
**Building Additions, New Buildings and Decks Greater than 6 ft above Grade**

Building Permit Number: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Assigned by Staff  
Subdivision Name (if any): \_\_\_\_\_ Tax/Parcel ID #: \_\_\_\_\_  
Parcel Address: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Permittee: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name Signature  
Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Accepted/Denied by: \_\_\_\_\_

**Minimum Requirements**

**Provide all items listed below. If not applicable, applicant shall indicate N/A on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.**

**General Permit Requirements for Major Alterations, Building Additions, New Buildings, & Decks greater than Six Feet above Grade**

(Alterations involving removal, modification or addition of load-bearing structural elements; building additions; new buildings; or decks greater than 6 ft above grade.)

**THE BUILDING PERMIT CARD AND A COPY OF THE PERMITTED BUILDING PLANS MUST BE POSTED ON THE PERMITTED JOB SITE AT THE RIGHT OF WAY, WEATHER PROTECTED AND READILY AVAILABLE TO THE INSPECTORS AT ALL TIMES.**

**NO PERMIT CARD = PROJECT IS IN VIOLATION = NO INSPECTIONS.**

- \_\_\_\_ 1. Completed Building Permit Application.
- \_\_\_\_ 2. Submittal fee. (Please be advised that any person who commences work before obtaining the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees or a possible court citation.)
- \_\_\_\_ 3. Residential Erosion Control Agreement. (Not applicable for interior alterations.)
- \_\_\_\_ 4. Three (3) copies of sealed, signed and dated Site Plans. Refer to Site Minimum Submittal Requirements List and appropriate Site Checklists. Site Plans must bear the professional seal and signature of an Engineer, Land Surveyor, Architect, or Landscape Architect having registration in the State of Georgia.

- \_\_\_\_ 5. Three (3) copies Building Plans bearing the name, signature, street address and telephone number of the person responsible for the design. Building Plans should bear the professional seal and signature of the appropriate design professionals. (See Plan Requirements below.)
- \_\_\_\_ 6. Approved Fulton County sewer tap-in permit and receipt. (New construction and relocated dwellings only.)
- \_\_\_\_ 7. Approved Fulton County septic/well Permit. (New construction, relocated dwellings & additional bedrooms.)
- \_\_\_\_ 8. Approved City of Atlanta water meter tap-in permit and receipt. (New construction and relocated dwellings only.)
- \_\_\_\_ 9. Letter from Homeowners' Association, Design Review Board, etc., approving construction. (Applies only to exterior renovations/additions when governed by subdivision covenants or Zoning restrictions.)
- \_\_\_\_ 10. Proof of valid contractor business license.

**Plan Requirements for Major Alterations, Building Additions, New Buildings & Decks greater than 6 ft above Grade**

- \_\_\_\_ 1. Building Plans must include the Owner's name, street address, and telephone number. Provide email address, if available.
- \_\_\_\_ 2. Building Plans must also include the name, signature, street address and telephone number of the person or firm submitting the building plans. Drawings should be sealed, signed and dated by the appropriate Registered Design Professional licensed to practice in the state of Georgia. Provide email address, if available.
- \_\_\_\_ 3. Plans shall be to scale and fully dimensioned. Minimum drawing size shall be 11" x 17". All text and dimensions must be of sufficient size to be clearly legible.
- \_\_\_\_ 4. Provide a fully dimensioned foundation plan showing the location of all footings at foundation walls, exterior walls and interior load bearing walls. Note that a separate Retaining Wall Permit is required for any wall that extends more than 15 ft from the house foundation, regardless of construction type or whether or not the wall is connected to the house foundation.
- \_\_\_\_ 5. Include details of footings, foundation walls and concrete floors. Show heights, widths, depths, thicknesses, reinforcing steel, connections, supports, and any other details necessary to verify code compliance.
- \_\_\_\_ 6. Provide a fully dimensioned floor plan of each floor level, including decks, balconies, porches, etc. Label each room with intended use, i.e. bedroom, living room, etc.
- \_\_\_\_ 7. Plans must plainly delineate existing and new items. Show location of existing and proposed construction, systems and equipment in the area to be modified, including water heaters, electrical service and distribution panels, HVAC equipment, plumbing fixtures, major appliances, fireplaces, countertops, cabinets, and other built-in items. Identify whether appliances and equipment are electric or gas.
- \_\_\_\_ 8. Show location, size and type of all windows, doors and openings between rooms.
- \_\_\_\_ 9. Show location and identify exterior and interior load-bearing and shear walls supporting floors and roofs above. Note how load-bearing and shear walls are anchored to the foundation.
- \_\_\_\_ 10. Show size and spacing of all framing members for floors, ceilings, roofs, etc., as applicable.
- \_\_\_\_ 11. Include floor and roof framing notes and details.

- \_\_\_\_ 12. For building additions and new buildings, include dimensioned elevation drawings of all four elevations, detailing exterior finish materials, roof lines and pitches.
- \_\_\_\_ 13. As an alternative to explicitly complying with Item 7 above for mechanical, electrical and plumbing systems, applicant shall place the Sandy Springs "Residential Code Compliance Notes" on the drawings as applicable to the project. See the Sandy Springs website <http://www.sandyspringsga.org> to download the Sandy Springs "Residential Code Compliance Notes." (Click "City Departments," then select the "Community Development" link. At the Community Development page, select the "Building and Development" link. See the Related Links.)
- \_\_\_\_ 14. For major alterations and building additions, provide a sealed, signed and dated Statement documenting that the existing structure complies with IRC Appendix J of the 2006 International Residential Code, with Georgia State Amendments.
- \_\_\_\_ 15. The project has been designed and will be constructed in accordance with the 2006 International Residential Code with Georgia State Amendments, including the additional criteria established by the City of Sandy Springs, and set forth in Table R301.2(1) below:

<b>Sandy Springs' Table R301.2(1) Climatic and Geographic Design Data</b>										
Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Subject to Damage From			Winter Design Temp.	Ice Barrier Underlayment Required	Flood Hazards FIRM Panels (22 June 1998)	Air Freezing Index	Mean Annual Temp.
			Weathering	Frost line depth	Termite					
5 psf	90	B	Moderate	12 in.	Very Heavy	22°F	No	13121C 0044E 13121C 0063E 13121C 0064E 13121C 0132E 13121C 0134E 13121C 0139E 13121C 0140E 13121C 0141E 13121C 0142E 13121C 0143E 13121C 0144E 13121C 0151E 13121C 0152E 13121C 0153E 13121C 0154E 13121C 0160E 13121C 0161E 13121C 0163E	102	59.4°F

- \_\_\_\_ 16. Additional Requirements for Townhouses and Duplexes:  
In addition to providing all applicable items above for detached single family residential, provide the following additional items:
- Party Walls (Tenant Separation) – Provide on the drawings the applicable fire tested assembly by an approved fire testing agency for all fire resistant construction throughout the building, to include but not limited to roof/ceilings, floor/ceilings, columns and wall assemblies. Reference IBC 703.2 & 703.3 or IRC R302 and R317, as applicable. (See following item.)
  - Identify the number of stories:
    1. Four or more stories, design shall be in accordance with IBC 2006 with GA State Amendments.
    2. Three stories or less, design shall be in accordance with IRC 2006 with GA State Amendments.
  - Indicate the garage separation from dwelling, to include but not be limited to floor/ceiling, interior walls, etc. Reference IBC 508.3.1.3 and 508.3.2.3 w/ GA State Amendments or IRC R309.2 w/ GA State Amendments, as applicable.